

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4318    **TITLE:** ASSISTANT COUNTY ATTORNEY V    **GRADE:** L-05

**DEFINITION:**

Under general direction, to personally handle litigation and specialized subject matter functions within the Office of the County Attorney; and to do related work as required.

**ILLUSTRATIVE DUTIES:**

Prepares and presents civil cases;  
Reviews and drafts ordinances and resolutions and other legal documents, and renders legal opinions;  
Advises and assists other attorneys with regard to issues in specified areas of expertise;  
Personally prepares and presents cases and legal opinions involving key issues;  
Meets with representatives of County committees, boards, and agencies to provide legal advice and assists and investigates opportunities for initiating plaintiff litigation;  
Conducts legal research;  
Prepares reports and correspondence on legal matters.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the sources of legal reference;  
Knowledge of the principles and practices of law;  
Knowledge of local, state, and federal laws and court decisions affecting the practice of law at the County level;  
Ability to learn Fairfax County ordinances and resolutions;  
Ability to analyze facts and reach logical conclusions;  
Ability to express ideas effectively, both orally and in writing;  
Ability to maintain effective working relationships with associates, County officials and the public.

**EMPLOYMENT STANDARDS:**

Membership in the Bar of the State of Virginia or graduation from an accredited law school and eligibility for admission to the Bar of the State of Virginia; PLUS

(For Assistant County Attorneys hired on or before December 31, 1997) Any combination of education and experience equivalent to four years of experience in the practice of civil law in the employ of a municipal or county government. Litigation experience.

(For Assistant County Attorneys hired on or after January 1, 1998) Any combination of education and experience equivalent to five years of experience in the practice of civil law in the employ of a municipal or county government. Litigation experience.

An employee in this class who is not a member of the Bar of the Commonwealth of Virginia on the date of appointment must gain admission to the Bar of the Commonwealth of Virginia within six months or be separated.

**CERTIFICATES AND LICENSES REQUIRED:**

License to practice law in the state of Virginia.

**NECESSARY SPECIAL REQUIREMENTS:**

All positions allocated to the County Attorney series are under the Fairfax County Merit System of personnel administration and are limited to full-time employment and preclude the private practice of law. However, the phrase “private practice of law” does not include the provision of pro bono publico legal services in a pro bono legal services program approved by the County Attorney and in accordance with the policy of the County Attorney governing participation in an approved program.

**REVISED:** January 24, 2001  
**REVISED:** February 13, 1998  
**REVISED:** January 8, 1990  
**REVISED:** May 1980